



Group Collaboration – Email Course Assignments

- **Before starting:** The group leader must complete the Group Collaboration Documentation Form and email to the instructor. Click here to download a copy of the document.
- **Prior to the group meetings,** each participant must read the assignments addressed during the meeting along with the associated text chapters, articles, journals, and other reading materials, view all videos, and listen to all audios.
- For each assignment, the person **authoring** the assignment leads the group discussion and incorporates the group member(s) ideas, thoughts, impressions, etc., into the write up.
- It is the responsibility of each group member to submit/upload their designated assignments into the response box.
- Assignments must be **completed sequentially.**
For Example, participants responsible for assignments 1, 2, 3, and 4 must be completed before assignments 5, 6, 7, and 8 are uploaded to the online environment. This demonstrates that the group is working sequentially and cohesively.
- Assignments marked “**ALL**”: Each participant must complete the assignment independently.
- **Section A:** Information Acquisition assignments are divided equally among group members, except for Assignment marked “**All**” and **Assignment #1 - The introduction,** which all participants must complete before moving on to other assignments.
- **Section B:** Learning Application assignments are divided equally among group members, **except for Lesson Plans, and implementation (putting into practice) assignments, or marked “All.”**
 - Lesson Plans or implementation assignments must have the following information attached:
 - Participants Name
 - Course Number and Title
 - Assignment #
- **Section C:** The Integration Paper is authored independently by each group member.
- Group members remain active and complete the course simultaneously. Grades will be awarded when all assignments are completed by all group participants.